

**MERIT PROMOTION
VACANCY ANNOUNCEMENT**

**ABERDEEN AREA INDIAN HEALTH SERVICE
DIVISION OF PERSONNEL MANAGEMENT
FEDERAL BUILDING, RM. 309, 115-4TH AVENUE S.E.
ABERDEEN, SOUTH DAKOTA 57401**

ABERDEEN AREA IHS IS A SMOKE FREE ENVIRONMENT
March 4, 2005

POSITION: Supv. Environmental Engineer (GR5101) **LOCATION:** Bemidji Area IHS
Sanitation Facilities Construction
Grand Rapids, Michigan

SALARY: GS-819-12, \$56,028 Per Annum **VACANCY NUMBER:** AO-MPP-05-73-GR

OPENING DATE: Mar. 9, 2005 **CLOSING DATE:** Mar. 29, 2005

Applications and related documents must be received at the above address by **5:00 p.m.** on the closing date of this announcement. For information contact **Doris Byington** at (605) 226-7399. All applications are subject to retention; no requests for copies will be honored. Applications can be faxed to 605/226-7668, **(NOT RESPONSIBLE FOR UNSUCCESSFUL TRANSMISSIONS)**. Applications by e-mail will be accepted. It is the responsibility of the applicant to submit a complete application.

E-MAIL TO: doris.byington@ihs.gov

APPOINTMENT: <input checked="" type="checkbox"/> <u>Permanent</u> <input type="checkbox"/> <u>Not-To-Exceed The</u> <u>applicant selected for this</u> <u>position may be appointed</u> <u>to either a one year appointment</u> <u>or an appointment in excess of</u> <u>one year, depending on the</u> <u>status of the applicant.</u>	WORK SCHEDULE: <input checked="" type="checkbox"/> <u>Full-Time</u> <input type="checkbox"/> <u>Part-Time</u> <input type="checkbox"/> <u>Intermittent</u> <input type="checkbox"/> <u>May include</u> <u>weekends and/or</u> <u>evenings</u>	AREA OF CONSIDERATION: <input type="checkbox"/> <u>IHS-Wide</u> <input checked="" type="checkbox"/> <u>DHHS-Wide</u>
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MOVING: Travel will be paid provided all legal and regulatory requirements and travel regulations are met.

CONDITIONS OF EMPLOYMENT:

ON-CALL ☐ YES ☒ NO *call-back duty is defined as irregular or occasional work performed by an employee on a day when the work was not scheduled for the employee. This will require the employee to return to his/her place of employment within the specified timeframes.

- **Must provide AVERAGE HOURS WORKED PER WEEK on application.**
- **Applicants applying for the position may be required to be immunized, for measles and rubella, if he or she provides services or has contact with patients at the service units. Persons born before 1957 are not required to take the measles vaccine or provide proof of immunity. Special consideration may be allowed to individuals who are allergic to a component of a vaccine or**

have a history of severe reaction to a vaccine or who are currently pregnant.

GRADE POTENTIAL: ☒ NO ☐ YES to grade(s) GS-
SUPERVISORY/MANAGERIAL: ☐ NO ☒ YES

*May require one year probation

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT (TITLE 25, U.S.C. CODE, SECTION 472 AND 473). THE INDIAN HEALTH SERVICE IS AN EQUAL OPPORTUNITY EMPLOYER. THE INDIAN HEALTH SERVICE HAS A ZERO TOLERANCE SEXUAL HARASSMENT POLICY, IHS CIRCULAR NO. 95-11, IN PLACE WHICH IT DISSEMINATES TO ITS EMPLOYEES.

WHO MAY APPLY FOR PERMANENT POSITIONS: (1) Federal employees occupying a permanent position who have competitive civil service status or those who acquired comparable status as a result of serving in an IHS excepted service position on an Excepted appointment; (2) Indian Preference eligibles occupying a temporary position or unemployed; (3) Other sources, e.g., positions covered by severely handicapped; Reinstatement eligibles, etc; (4) Current permanent employees with Indian Preference may also apply under the provisions of the Indian Health Service Excepted Service Examining Plan. Applicants must indicate on their application whether they are applying under the Merit Promotion Plan, Excepted Service Examining Plan, or both. Current IHS employees and those applicants eligible for reinstatement or transfer who do not indicate which procedures they are applying under will be considered under merit promotion only. "Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply."

DUTIES AND RESPONSIBILITIES: Incumbent serves as Field Assistant to Chief, Sanitation Facilities Construction section in planning, organizing, implementing and supervision of operations related to construction of water supply and wastewater collection and disposal systems, work includes supervision of personnel within the Michigan service areas of the Grand Rapids and Sault Ste Marie Offices. Incumbent will manage OEH offices including: requesting transfer of project fund, maintaining personnel records, recruiting and hiring new project personnel, and works directly with the Area Personnel, Procurement, and Finance Office. Work is reviewed by personal contact and periodic conferences. Incumbent is permitted broad latitude in making operational decisions and is expected to carry out responsibilities with minimum direction within program policy, sound engineering and public health principles. Provides technical direction to 2 to 4 graduate engineers and 2 to 4 sub-professional. Includes scheduling of work assignments, review and approval of work, performance evaluation, leave approval, identifying and recommending training requests. Reviews, evaluates, and makes recommendations to Chief, Sanitation Facilities Construction section on design, construction practices, project summaries, memoranda of agreement, engineering plans, specification and studies, Functions in a District Role in MOA Administrative Duties to provide information: (1) Especially regarding fund obligation, and recommendations to the SFC Branch Chief and other Area office officials, (2) Ensure that the provisions of the MOA are carried out, (3) Recommend approval or disapproval to the SFC Branch Chief for all MOA contribution payments, (4) Notify the Area office that construction progress and expenditures are as projected, or advise the Area if otherwise. Supervises, plans and conducts field investigation aimed at promoting efficiency, improvement of end product or reduction in costs. Other duties as assigned

QUALIFICATION REQUIREMENTS: Candidate must meet qualification standards as

specified in **OPM Operating Manual** (Qualification Standards for General Schedule Positions) and/or the Excepted Service Qualification Standard:

Basic Requirements:

- A. Degree: professional engineering. To be acceptable, the curriculum must: (1) be in a school of engineering with at least one curriculum accredited by the Accreditation Board for Engineering and Technology (ABET) as a professional engineering curriculum; or (2) include differential and integral calculus and courses (more advanced than first-year physics and chemistry) in five of the following seven areas of engineering science or physics: (a) statics, dynamics; (b) strength of materials (stress-strain relationships); (c) fluid mechanics, hydraulics; (d) thermodynamics; (e) electrical fields and circuits; (f) nature and properties of materials (relating particle and aggregate structure to properties); and (g) any other comparable area of fundamental engineering science or physics, such as optics, heat transfer, soil mechanics, or electronics.

OR

- B. Combination of education and experience--college-level education, training, and/or technical experience that furnished (1) a thorough knowledge of the physical and mathematical sciences underlying professional engineering, and (2) a good understanding, both theoretical and practical, of the engineering sciences and techniques and their applications to one of the branches of engineering. The adequacy of such background must be demonstrated by one of the following:

1. *Professional registration*--Current registration as a professional engineer by any State, the District of Columbia, Guam, or Puerto Rico. Absent other means of qualifying under this standard, those applicants who achieved such registration by means other than written test (e.g., State grandfather or eminence provisions) are eligible only for positions that are within or closely related to the specialty field of their registration. For example, an applicant who attains registration through a State Board's eminence provision as a manufacturing engineer typically would be rated eligible only for manufacturing engineering positions.
2. *Written Test*- Evidence of having successfully passed the Engineer-in-Training (EIT) examination, or the written test required for professional registration, which is administered by the Boards of Engineering Examiners in the various States, the District of Columbia, Guam, and Puerto Rico.
Applicants who have passed the EIT examination and have completed all the requirements for either (a) a bachelor's degree in engineering technology (BET) from an accredited college of university that included 60 semester hours of courses in the physical, mathematical, and engineering sciences, or (b) a BET from a program accredited by the Accreditation Board for Engineering and Technology (ABET) may be rated eligible for certain engineering positions at GS-5. Eligibility is limited to positions that are within or closely related to the specialty field of the engineering technology program. Applicants for positions that involve highly technical research, development, or similar functions requiring an advanced level of competence in basic science must meet the basic requirements in paragraph A.

Because of the diversity in kind and quality of BET programs, graduates of other BET programs are required to complete at least 1 year of additional education or highly technical work experience of such nature as to provide reasonable assurance of the possession of the knowledge, skills, and abilities required for professional engineering competence. The adequacy of this background must be demonstrated by passing the EIT examination.

3. *Specified academic courses*--Successful completion of at least 60 semester hours of courses in the physical, mathematical, and engineering sciences and in engineering that included the courses specified in the basic requirements. The courses must be fully acceptable toward meeting the requirements of a professional engineering curriculum as described in paragraph A.
4. *Related curriculum*--Successful completion of a curriculum leading to a bachelor's degree in engineering technology or in an appropriate professional field, e.g., physics, chemistry, architecture, computer science, mathematics, hydrology, or geology, may be accepted in lieu of a degree in engineering, provided the applicant has had at least 1 year of professional engineering experience acquired under professional engineering supervision and guidance. Ordinarily there should be either an established plan of intensive training to develop professional engineering competence, or several years of prior professional engineering-type experience, e.g., in interdisciplinary positions. (The above examples of related curricula are not all-inclusive.)

Note: An applicant who meets the basic requirements as specified in A or B above may qualify for positions in any branch of engineering unless selective factors indicate otherwise, or unless he/she qualifies under the provisions of B.2 related to the EIT examination or BET degree.

Definition of Professional Engineering Experience: The professional engineering experience required for grades GS-7 and above is defined as non-routine engineering work that required and was characterized by (1) professional knowledge of engineering; (2) professional ability to apply such knowledge to engineering problems; and (3) positive and continuing development of professional knowledge and ability.

Professional knowledge of engineering is defined as the comprehensive, in depth knowledge of mathematical, physical, and engineering sciences applicable to a specialty field of engineering that characterizes a full 4-year professional engineering curriculum leading to a bachelor's degree, or the equivalent.

GS-12: One (1) year of specialized experience equivalent to at least the next lower grade level.

Professional ability to apply engineering knowledge is defined as the ability to (a) apply fundamental and diversified professional engineering concepts, theories, and practices to achieve engineering objectives with versatility, judgment, and perception; (b) adapt and apply methods and techniques of related scientific disciplines; and (c) organize, analyze, interpret, and evaluate scientific data in the solution of engineering problems.

Professional work in engineering, like that in other professions, is marked by continuing personal effort to keep abreast of the advancing and changing discipline. Continuing education in engineering and related fields is an important element of full professional

competence as an engineer that should be considered in evaluating the qualifications of applicants for professional engineering positions.

In some situations, experience may be creditable even if it is not clearly professional engineering work. In such cases, the experience must have been preceded by prior responsible professional engineering experience and must contribute directly and significantly to the applicant's engineering competence. For example, an engineer might be assigned to a management-type position in preparation for assumption of higher-level responsibilities in engineering project or program management.

EXCEPTED SERVICE QUALIFICATION REQUIREMENTS: Same as above.

Your description of work experience, level of responsibility, and accomplishments will be used to determine that you meet these requirements. Applicants who meet the basic qualification requirements and selective factors described in this announcement will be further evaluated by determining the extent to which their work or related experience, education, training, awards, outside activities, and performance appraisal, etc., indicate they possess the knowledge, skills, and abilities described below. All applicants should provide clear, concise examples that show level of accomplishment or degree to which they possess the KSA's either on their application/resume or as a separate attachment. The information provided will be used to determine the "best qualified" candidates.

SUPPLEMENTAL QUESTIONNAIRE - KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of P.L. 86-121, Sanitation Facilities Act, and how it interacts with HUD, Tribal and other housing programs.
2. Knowledge of design, engineering concepts, principles and construction practices of a wide variety of both individual and community water supply and wastewater disposal facilities.
3. Knowledge of IHS Data systems.
4. Knowledge of the National Environmental Policy Act (NEPA).
5. Ability to communicate and work with Tribal individuals and groups.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet time-after competitive appointment, time-in-grade, and qualification requirements by the closing date of the vacancy announcement, if applicable.

HOW TO APPLY: Applicants must submit their applications to the Aberdeen Area Indian Health Service, Division of Personnel Management, Federal Building, RM. 309, 115-4th Avenue, S.E., Aberdeen, South Dakota 57401. **ALL APPLICATIONS MUST INCLUDE ALL THE APPLICABLE DOCUMENTS:**

1. Applicants may submit ONE of the following: a) OF-612, Optional Application for Federal Employment; b) SF-171, Application for Federal Employment; c) Resume; or d) any other written application format.
2. Current Performance Rating, if available.
3. Applicants claiming Indian Preference **MUST** submit along with their application, FORM BIA-4432, Verification of Indian Preference. **BIA FORM-4432 IS THE ONLY FORM OUR OFFICE WILL ACCEPT.** Current IHS employees of Aberdeen and Bemidji Areas need only indicate on their application that verification is on file in their Official Personnel Folder (OPF).
4. If you wish to substitute appropriate education for experience, you **MUST** submit your transcripts along with your application. If your education is appropriate for the position

being filled then your education may be substituted for experience.

5. For current or former Federal employees, a copy of your latest Notification of Personnel Action (SF-50B).
6. **VETERAN'S PREFERENCE CERTIFICATION:** Form DD-214 indicating discharge and or Form SF-15, claiming 10-point preference. Veteran's Preference is not applicable to current permanent employees with the Department of Health and Human Services, Federal employees with competitive status or reinstatement eligibles unless you are eligible for Indian Preference and wish to be considered for the Excepted Service. No preference will be allowed unless a copy of the DD-214 is attached to the application.

EMPLOYMENT OF PEOPLE WITH DISABILITIES:

IHS provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Alice LaFontaine, Selective Placement Officer, at (605) 226-7213. The decision on granting reasonable accommodation will be on a case-by-case basis.

APPLICATION INSTRUCTIONS FOR PUBLIC HEALTH SERVICE COMMISSIONED

CORPS CANDIDATES: Applicants should submit the following:

1. Copy of resume or curriculum vitae showing work experience, dates of employment, names and addresses of supervisors, include any education and other information reflecting individual qualifications for consideration.
- Commissioned Corp Applicants claiming Indian Preference must submit BIA form 4432 and will be evaluated against existing applicable standards.

INFORMATION REQUIRED ON RESUMES AND OTHER APPLICATION FORMATS:

Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the Personnel Office to make a determination that you have the required qualifications for the position. **Failure to include any of the information listed below may result in loss of consideration for this position. This office will not solicit additional information.**

- a. Announcement Number, Title, and Grade of the job for which you are applying.
- b. Full name, mailing address (with zip code) and day/evening telephone numbers (with area codes).
- c. Social Security Number
- d. Country of citizenship
- e. Veteran's preference
- f. Highest Federal Civilian Grade held (give job series and dates held).
- g. High School - Name, City, State (with zip code), and date of diploma or GED.
- h. Colleges and Universities - Name, City, State (with zip code), majors, type and year of any degrees received (if no degree show total semester/quarter hours earned) (Attached transcripts).
- i. Work experience (paid/non-paid)-Job title (include series and if Federal job), duties, responsibilities and accomplishments (*if you describe more than one type of work, i.e., carpentry and painting, or personnel and budget, write the approximate amount of time you spent doing each*), employer's name and address, supervisor's name and phone number, starting and ending dates (month/year), **AVERAGE HOURS WORKED PER WEEK**, and salary (beginning/ending).
- j. Indicate if we may contact your current and/or former supervisor.
- k. Job-related training courses, skills, certificates, registrations, and licenses (current only), honors, awards, and special accomplishments.

DO NOT SUBMIT POSITION DESCRIPTIONS. All applications must be signed and dated. All material submitted for consideration under this announcement becomes the property of the Division of Personnel Management and is subject to verification. Careful consideration should be given to the information provided; fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and or determination of unsuitability for Federal employment. If position is **RE-ANNOUNCED**, please call the Division of Personnel Management as to status of application.

INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) FOR SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION.

If you are currently a DHHS employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation (CES) you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive this priority consideration you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limits) tenure group II excepted/competitive service employee who has received a RIF separation notice or a CES and, the date of the RIF separation has not passed and you are still on the rolls of the DHHS. You must submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by the DHHS in the same commuting area (or nationwide for IHS employees GS-09 and above) of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date & meet all the application criteria (e.g., submit all required documentation etc.).
6. Meet the basic qualifications for the position, any documented selective factor, physical requirements with any reasonable accommodation and is able to satisfactorily perform the duties of the position without undue interruption.

INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).

If you are a displaced federal employee you may be entitled to receive special priority selection under the ICTAP. To receive this priority consideration you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as a RIF separation notice, a letter from the Office of Personnel Management (OPM) or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.
 - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:

1. Received a specific RIF separation notice; or
2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
3. Retired with a disability and shows disability annuity has been or is being terminated; or
4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates Retirement in lieu of RIF; or
5. Retired under the discontinued service retirement option; or
6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.

OR

- B. Former Military Reserve or National Guard Technicians who are receiving a Special OPM disability retirement annuity under section 8337 (h) or 8456 of Title 5 United States Code.
2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated.
 3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement).
 4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
 5. File your application by the vacancy announcement closing date & meet all the application criteria (e.g., submit all required documentation, etc.).
 6. Eligible applicants will be considered "well qualified" if their documented experience, knowledge, skill and abilities are comparable to or exceed that described at the acceptable level on the crediting plan for the position to be filled.

THE INDIAN HEALTH SERVICE IS AN EQUAL OPPORTUNITY EMPLOYER.